2.1 NATIONAL ARCHIVES OF INDIA

1979-80

2.1.1 Administration

The staff strength of the National Archives of India, New Delhi including that of the Regional Offices at Bhopal, Jaipur, Pondicherry and National Register Cell, Bhubaneswar as on 31st March, 1980 was as under:-

Category	Sanctioned Strength	Functional Strength	Vacancies
Group 'A' Gazetted	22	18	4
Group 'B' Gazetted	54	46	8
Group 'B' Non-Gazetted	55	47	8
Group 'C'	270	217	53
Group 'D'	187	161	26
T o t a l =	588	489	99

Shri S.A.I. Tirmizi took over as Director of Archives in place of Dr. S.N. Prasad who retired on 30th September, 1979. Shri N.R.R. Chari and Shri M.L. Ahluwalia were appointed the Deputy Directors of Archives on 26th September, 1979 while Sarvashri Nathi Lal, T.R. Sareen, H.N. Mathur (under next below rule) were appointed as Assistant Directors of Archives on 9th November 1979 and V.V. Talwar on 1st March 1980. Shri S.K. Dogra and Smt. Amola Kant were appointed Archivists (General) on 26th September, 1979. Shri R.C. Puri and Shri A.R. Singh were appointed as Librarians on 23rd April, 1979.

Shri M.R.Sen Gupta, Assistant Director of Archives and Kumari D.G.Keswani, Officer on Special Duty retired on 28th February, 1980. Shri D.K.Chaudhary, Microphotographist, expired on 16th June, 1979.

2.1.2 Structure: The Department was reorganised on 12th November, 1979 in order to rationalise its working. An organisational Chart is annexed (p.83).

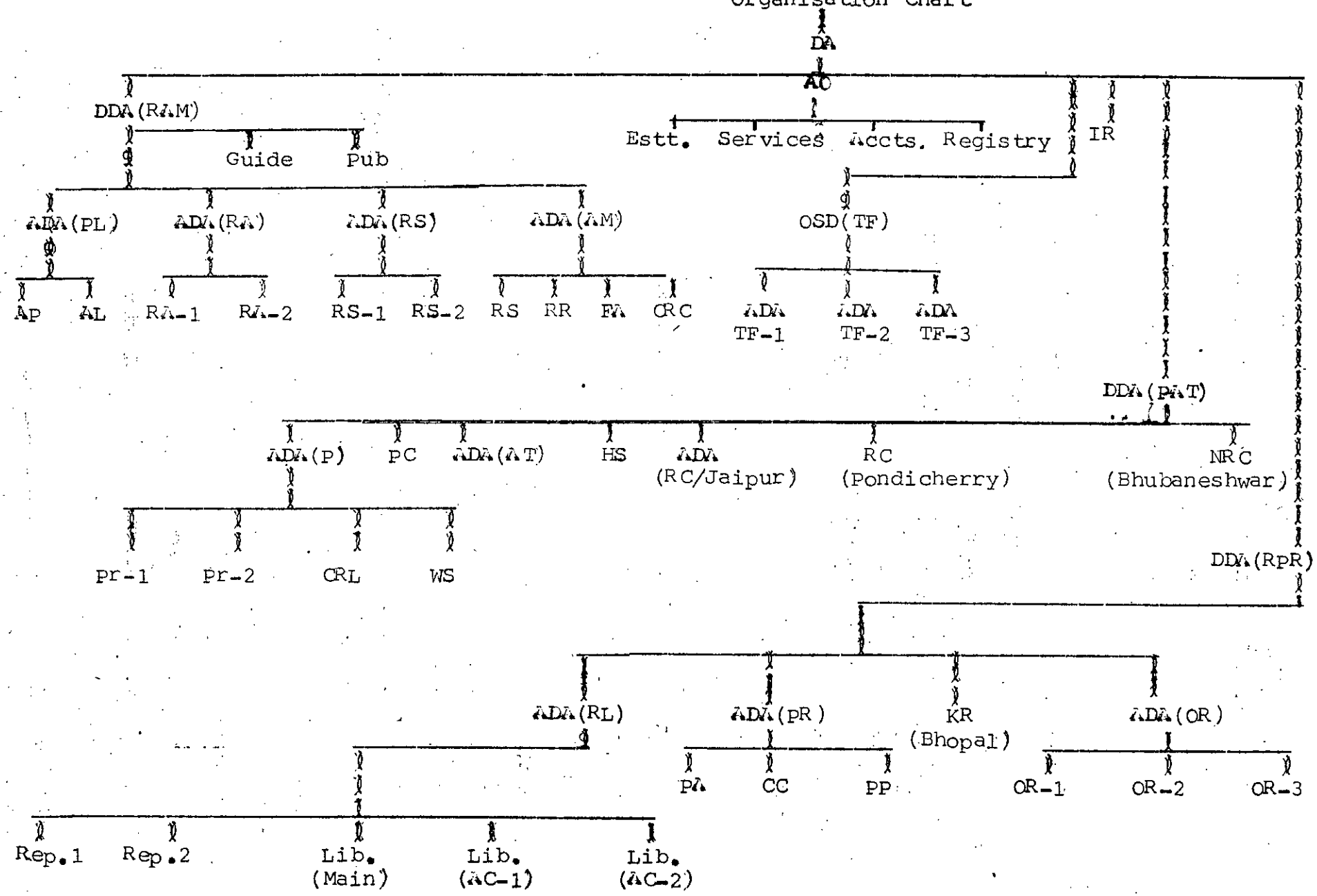
2.1.3 Budget: During 1979-80 a sum of Rs.37,13,000 was spent out of a budget provision of Rs.41 lakhs on the non-plan side and on the plan side a sum of Rs.18,83,000 was spent out of a budget provision of Rs.27,50,000. For 1980-81 a budget allocation for Rs.40,82,000 has been provided on the non-plan side while Rs.25 lakhs on the plan side.

2.1.4 Projects: All the ongoing schemes sanctioned during the Fifth Five Year Plan were continued and four new schemes viz. (i) National Advisory Service for Preservation and Record Management, (ii) Film Repository for Archival Microfilms, (iii) Planning Cell for the National Archives of India and (iv) Automation Information Storage and Retrieval of Records were approved by the Planning Commission subject to the condition that the financial provisions are included within the approved plan outlay of the Department of Culture. Sanction of the Government of India was obtained for creation of 18 posts for the National Archives of India, Regional Centre, Pondicherry.

The State Cell of the National Register of Private Records started functioning at Bhubaneswar with effect from 9th June, 1979.

National Archives of India

Organisation Chart



Legends

D.A.	Director of Archives
DDA:	Deputy Director of Archives
ADA:	Assistant Director of Archives
AO:	Administrative Officer
RAM :	Records and Archives Management
PL :	Policy and Legislation
RA :	Records Appraisal
RS :	Retention Schedule
AM :	Archives Management
APR:	Archival Policy Resolution
AL :	Archival Legislation
RA :	Records Appraisal
RR :	Research Room
FA :	Finding Aids
CRC :	Cartographic Records Cell
C.C.:	Committee & Conference
Estt.	Establishment
Accts.	Accounts
OSD :	Officer on Special Duty
PAT :	Preservation & Archival Training
Pr. :	Preservation
CRL :	Conservation Research Laboratory
WS :	Workshop
PC :	Planning Cell
AT :	Archival Training
H.S :	Hindi Section
R.C :	Record Centre
I.R :	International Relations

NRC : National Register Cell

RpR : Reprography and Public Relations

pR : Public Relations

K.R : Keeper of Records

P.A : Private Archives

P.P : Programme and Publicity

O.R : Oriental Records

Rep. : Reprography

2.1.5 Building: The foundation stone of the proposed annexe building to the National Archives of India was laid on the 27th September, 1979 and tenders for the project were invited and finalised.

The Surveyor of works II Construction Zone, Central Public Works Department submitted a revised preliminary estimate amounting to approximately Rs.4 crores to cover the probable cost of construction of Phase I of the annexe building. The original estimate for the same was Rs.2.22 crores. The Department of Culture has been requested to convey the revised administrative approval and expenditure sanction for undertaking the construction work.

2.1.6 REFERENCE MEDIA

During the period under report reference media of the following series of public records and private were prepared:

2.1.6.1 Public Records

Department/Branch	Inclusive Years	Bulk
Summary Inventory		
Foreign Secret Department	1806, 1809-10, 1812	5,191 original consultations.
Descriptive List		
Hyderabad Residency	-	1,949 files.

2.1.6.2 Private Papers

Name of Collection		Bulk
Subject list		
Rajendra Prasad Papers	...	1,068 items
Dadabhai Naoroji Papers	...	58 "
B.D.Chaturvedi Papers	...	629 "
P.K.Malaviya Papers	...	2,499 "
Original letters written during Mutiny.	...	38 "
Check List		
Jairam Das Daulat Ram Papers	...	288 "

Descriptive Listing of Persian Correspondence

636 letters of the persian correspondence pertaining to the year 1826 A.D. were descriptively listed.

Descriptive Docketing and Chronological Arrangement of the Inayat Jang Collection Documents

483 documents relating to the period of Muhammad Shah were descriptively docketed.

A list of 3,079 documents pertaining to the reign of Aurangzeb from 48th to 51st Julus was prepared.

The work regarding chronological arrangement and listing of the Inayat Jang Collection was taken up and 17,789 slips of documents covering the 1st to 51st Julus of Aurangzeb were made ready.

Descriptive Listing of the Haldiya Collection (Documents in Rajasthani).

262 documents were descriptively listed during the period under report.

Cataloguing of Seals: 380 seals found on the acquired documents were examined and their preliminary slips were prepared.

2.1.7 RECORD MANAGEMENT

2.1.7.1 Appraisal of Records: About 48,773 files pertaining to the following record series were appraised (i) Agent General Office, Ex-Baroda States 1837-1947, (ii) Central India Agency 1942-47, (iii) Regional Commissioner, Central India States Region 1947-52, (iv) Eastern States Agency 1911-47, Regional Commissioner, Eastern States Region 1947-49, (v) Hyderabad 1924-1947, Agent General for India in Hyderabad 1948-52,

(vi) Jaipur Agency 1942, (vii) Regional Commissioner Office, Kolhapur, 1949, (viii) Malwa Political Agency 1913-47, (ix) Mewar and Southern Rajputana States Agency, Udaipur 1939-1947, (x) Mysore Residency 1939-47, Officer on Special Duty 1947-49, Bangalore, (xi) Regional Commissioner and Adviser, Government of Patiala and East Punjab States Union, Patiala 1947-52, (xii) Punjab Hill States Agency 1910-46, (xiii) Punjab States Agency 1918-46, (xiv) Rajputana Agency 1936-47, (xv) The Regional Commissioner for Rajputana States Region, Abu, 1947-52, (xvi) Eastern Rajputana States Agency 1935-47., (xvii) The Regional Commissioner for Eastern Rajputana States Agency, Abu, 1948, (xviii) Western India States Agency 1907-1947, (xix) Regional Commissioner for Saurashtra, Rajkot, 1947-1952, (xx) Western India and Gujarat States Agency 1884-1947, (xxi) Office of the Regional Commission, Western India and Gujarat States Region 1947-1952, (xxii) Railway Board, B Proceedings 1910-1942 and (xxiii) Ministries of Education, Defence, External Affairs 1892-1954.

Out of these total records appraised 34% were marked for retention.

While appraising the records of Ministries/Departments for house-keeping jobs, Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1978 Edition) and Appendix 13 of General Financial Rules and also Retention Schedule of functional files of the Ministries/Departments concerned prepared by them in consultation with the National Archives of India, were used.

2.1.7.2 Implemention of Archival Policy Resolution: The Sixt Report of the Director of Archives on the implementation of the Archival Policy Resolution during 1978-79 was duly approved by the Department of Culture and its printed copies were distribute among the Ministries/Departments/Offices. A circular for the compilation of Seventh Report of the Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries. The minutes of the Second Meeting of the Inter-Ministerial Working Group set up by the Department of Culture to examine the staffing pattern of the Departmental Record Room held on 9th February, 1979 were finalised. In view of the importance and urgency of placing the Departmental Record Rooms of the Ministries/Departments/Offices etc. under whole time trained staff the Additional Secretary, Ministry of Education and Culture forwarded these minutes to all the Ministries/Departments for follow up action.

2.1.7.3 Information on Archival Assets of the Central Ministries etc: Reminders were sent to such offices which had not furnished information regarding their archival assets. A statement showing archival assets of various Government Offices received since 1972 to date has been prepared.

2.1.7.4 Scrutiny of Retention Schedule of Records: Study reports and revised Retention Schedule for records of the Ministry of Shipping and Transport and Departments of Steel, Mines, Statistics and Company Affairs which were vetted during 1978-79 were finalised and sent to the concerned Ministries for taking action.

Vetting of Retention Schedule for records of the Ministry of External Affairs, Departments of Commerce, Civil Aviation and Social Welfare and the Directorate of Canteens all in New Delhi was completed. Their study reports along with revised Retention Schedules for records were also returned to the concerned Ministries for implementation. Besides these, on the spot studies of the records series of the Director General of Observatories, Director General of Civil Aviation, Administrative Reforms Wing of the Department of Personnel and Administrative Reforms, Chief Controller of Imports and Exports and of the National Archives of India, all in New Delhi were completed. Reports on these are in various stages of finalisation and would be forwarded to the respective organisations along with revised schedules for appropriate action at their end.

2.1.8 RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 528 Indian and Foreign scholars availed themselves of the research facilities and 51,150 records were requisitioned by them.

Reference Services: 37 queries on records from Government agencies and 58 search cases on records from private agencies/ individuals were attended to.

2.1.9 PUBLICATION PROGRAMME

2.1.9.1 The Indian Archives: The Indian Archives Volume XXVII No.1 (January-June 1978) and No.2 (July-December 1978) were published. Volume XXVIII Nos.1-2 (January-December 1979) of the Journal was being made ready for the press.

2.1.9.2 Annual Report of the National Archives of India: Printed copies of the Annual Report of the National Archives of India 1978 were received from the Press and distributed, whereas compilation of the Annual Report for 1979 was taken up.

2.1.9.3 National Register of Private Records: During the period under report Volume X (1968-71) was brought out in cyclostyled form, whereas compilation of volume XI was completed and made ready for cyclostyling.

2.1.9.4 Bulletin of Research Theses and Dissertations: Volume IX (1976) was compiled while Volume X (1977-78) was taken up for compilation.

2.1.9.5 Guide to the Records in the National Archives of India : Part III (1756-1954) covering the records of the Foreign Department and its successor bodies was brought out in cyclostyled form. Compilation of Part IV comprising the records of Ministry of Education, Health and Lands, Agriculture etc. and Part V comprising the records of Legislative Department etc. was taken up.

2.1.9.6 Indian Historical Records Commission: Proceedings Volume XLVI of the Indian Historical Records Commission was brought out.

2.1.10 REGIONAL RECORDS SURVEY COMMITTEE

During the period under review the Regional Records Survey Committee was reconstituted in Delhi and its meeting was held on 16th October 1979. The Regional Records Survey Committee of Bihar also met on 15th May 1979.

The Regional offices at Bhopal and Jaipur were requested to take up survey and listing of records in private custody.

2.1.11 CONSERVATION

2.1.11.1 Technical Advice and Service: Technical information on various aspects of preservation of records was supplied to 160 outside agencies, institutions and individuals.

2.1.11.2 Training: Practical training was inparted to one year diploma and short term course trainees.

2.1.11.3 Research Laboratory: Preservative and Repair materials used in the department continued to be tested in the Conservation Research Laboratory. A few ledger paper samples received from the Copyright Bureau and some paper samples received from the Lok Sabha Secretariat were also tested to study their suitability for use in Copyright Register.

In addition an examination of physical and chemical characteristics of different types of old paper was continued with a view to study their composition and keeping qualities. Work was also continued on imparting flexibility to brittle and dried palm leaves. It was observed that absorption of Diethylglycol improves folding endurance of such palm leaves to a considerable extent. Folding endurance thus imparted could be retained if the leaves were coated with 'Nicol' varnish. Results are being further studied. Experiment was also under taken for removal of fungal stains on documents for their cleaning.

2.1.11.4 Repair and Rehabilitation of Records: During the period under review 1,85,917 sheets were repaired and rehabilitated, 85,585 sheets guarded and 4,883 sheets flattened. Besides these 813 volumes , 1,623 books, 1,124 booklets, 257 Registers, 166 lists, 986 files and 512 miscellaneous papers were bound.

2.1.11.5 Air-cleaning and Fumigation: During the period under review 462 volumes, 19 bundles, 26 files and 2 diaries were fumigated while 191 files, 174 bundles 397 volumes and 2 diaries were air-cleaned.

2.1.12 REPROGRAPHY

Reprographic services and technical advice were rendered to various Indian and foreign institutions and individuals. The following figures show the total output of the work attended to: (i) Microfilming - 2,57,587 exposures, (ii) Positive Printing - 2,979 Metres, (iii) Xerox copies - 14,287 copies, (iv) Enlargement Printing - 2,748 copies,

(v) Processing of microfilms - 467 rolls and 87 strips. (vi) Checking of microfilms - 437 rolls and 83 strips, (vii) Re-checking of microfilms - 498 rolls, (viii) Servicing of microfilms - 812 rolls, (ix) Restoration of microfilms with checking - 1,213 rolls and (x) Special copying (Negative) - 151 copies.

2.1.13 ARCHIVAL TRAINING

2.1.13.1 One Year Diploma Course in Archives-Keeping: 13 trainees successfully completed training in Diploma Course during 1978-79. 21 candidates were admitted to 1979-80 session.

2.1.13.2 Short-term Certificate Courses: Under the scheme of the Certificate Course of training of the officials of the Central/State Government Departments, two sessions each of record management and repair of records of 8 weeks and 6 weeks duration respectively were conducted. 21 candidates in the Record Management Course and 17 candidates in the Repair of Records Course received the training. Another session of the Course in Record Management with 14 candidates which included nominees of religious institutions, universities and other learned institutions commenced on 26th March 1980.

2.1.13.3 Correspondence Course in Archives-Keeping: The Correspondence Course in Archives-Keeping was introduced in August, 1979 and out of 154 candidates admitted to this course 69 were awarded certificates after their successful completion of the course.

2.1.13.4 Course in Reprography: A newly introduced short term course in Reprography of 8 weeks duration was conducted and successfully completed by two candidates sponsored by the Indian Institute of Islamic Studies, New Delhi.

2.1.14 CULTURAL EXCHANGE PROGRAMME

Proposals were sent for the Cultural Exchange Programme with Indonesia, Federal Republic of Germany, Belgium and Republic of Egypt. Dr.R.K.Perti, Assistant Director of Archives, was deputed to the Federal Republic of Germany for a period of two weeks under Indo-Federal Republic of Germany Cultural Exchange Programme while Dr.Joesph Kanyar, Director, Somogy County Archives, Hungary visited this department in February,1980 under Indo-Hungarian Cultural Exchange Programme.

A list of records of Indian interest available in Turkey were received under the Cultural Exchange Programme.

2.1.15 COMMITTEES AND CONFERENCES

Dr.S.N.Prasad, the then Director of Archives was deputed to London to attend the Bureau meeting of the International Council on Archives from 2nd to 8th April,1979.

The Executive Committee which met at Puerto Rico between 30th October ~~1979~~ to 2nd November, 1979 co-opted Shri S.A.I.Tirmizi, the new Director of Archives as one of its members.

Dr. S.N.Prasad and Dr.N.H.Kulkarnee, Assistant Director of Archives were deputed to Berlin (Federal Republic of Germany) to attend a seminar on "Strategies for Archival Development in the Third World" organized jointly by the German Commission for UNESCO and the International Council on Archives from 11th to 16th June,1979.

Shri S.A.I.Tirmizi, Director of Archives attended the meeting of experts on "Harmonization of Archival Training Techniques", sponsored by UNESCO from 26th to 30th Nov-ember, 1979, at Paris. He was unanimously elected to chair this UNESCO meeting.

Shri Tirmizi and Dr.N.H.Kulkarnee participated in the meeting of the Co-ordinating Committee of the "Guide to Sources on History of Nations" held at Kuala Lumpur from 2nd to 6th July,1979.

Shri R.C.Gupta, Deputy Director of Archives and Shri Ranbir Kishore, Assistant Director of Archives were deputed to Accra (Ghanna) on a UNESCO consultancy mission as experts in reprography and conservation respectively for a period of 6 weeks with effect from 16th March 1980.

Dr.S.N.Prasad visited Orissa State Archives, Bhubaneswar (6th-10th August,1979) to discuss the development schemes of the State Archives with the Senior Officials of the State Government of Orissa and to guide the newly created cell of the National Archives of India, at Bhubaneswar in its work of Survey of Private Papers of historical importance.

Shri S.A.I.Tirmizi attended the meeting of the Manuscript Purchase Committee held at the University of Kashmir, Srinagar on 7th-8th June,1979. He also attended the meetings of Indian Council of Historical Research at New Delhi held on 19th-20th and 22nd December 1979; 40th Session of the Indian History Congress held at Waltair from 28th-30th December 1979. He also attended the meeting of the Study Grants Committee of Indian Council of Historical Research held at New Delhi on 26th February,1980 as also 15th Meeting of the Indian Council of Historical Research on 31st March,1980.

Dr.T.R.Sareen, Assistant Director of Archives left for Nairobi, Kenya on deputation for 6 months with effect from 25th March,1980 to conduct a course in Record Management under the Commonwealth Fund for Technical Co-operation.

Shri D.K.Pant, Assistant Archivist was deputed to Paris for a period of 3 months to undergo an 'International Technical Training in Archives' on the French Government scholarship at Archives nationales, Paris, France.

2.1.16 TOWARDS FREEDOM PROJECT

The project made further progress of editing and publication of basic documents under this scheme.

A. The following selections of material were made from Public Records/Private Archives/Microfilms in the custody of the National Archives of India and State Archives:-

(a)	Home Department ...	1942
(b)	Central India States Agency	1937-1947
(c)	Rajputana Residency ...	1937-1947
(d)	Eastern Rajputana State Agency	1937-1942
(e)	Jaipur Agency ...	1938-1941
(f)	Mewar Agency ...	1946
(g)	Southern State Agency ...	1946
(h)	Jayakar Collection ...	1942-1947
(i)	Haig Collection (Microfilms)	1937-1939
(j)	Linlithgow Collection (Microfilms)	1938-1942
(k)	Crown Representative Collection (Microfilms)	1940-1942
(l)	Material pertaining to Freedom Movement in the custody of:-	
	(i) Maharashtra State Archives	1937-1947
	(ii) Karnataka State Archives	1937-1947

B. The descriptive lists of the following material were prepared:-

(a)	President Secretariat Papers	1937
(b)	Governor General Records	1937-1939
(c)	Political Department ... (Politica, B).	1939
(d)	Jayakar Collection ...	1937-1939
(e)	Haig Collection (Microfilm)	1937-1938
(f)	C.I.D.Office, Lucknow ... (received from the Uttar Pradesh State Archives)	1937-1938
(g)	Home Political Department (received from West Bengal State Archives)	1937-1947

(h)	Home Department (Miscellaneous) (received from the Tamil Nadu State Archives)	1937-1939
(i)	Public (General) Department (Miscellaneous) (received from Tamil Nadu State Archives)	1937-38

C. The following material was sent to Indian Council of Historical Research:-

(a)	Department of Labour	...	1937-1947
(b)	Jayakar Collection	...	1936-38
(c)	Linlithgow Collection	...	1937

2.1.17 MANUAL OF ARCHIVES

During the period under report, the draft of the Manual of Archives was revised in keeping with the suggestion of the Advisory Committee.

2.1.18 LIBRARY

During the period under review 15,073 books were accessioned.

2.1.19 MAP SECTION (CARTOGRAPHY)

711 sheets of maps for which the requisitions were received were checked/examined before referring the cases to the Government of India for clearance and 334 requisitions from the research scholars were attended to.

In respect of the preparation of the catalogue of the Survey of India MRIO - Miscellaneous Maps, 832 catalogue slips were collated during the period under review.

100 sheets of maps of the printed series were arranged on the shelves.

2.1.20 PUBLIC RELATIONS

In pursuance of the decision arrived at by the International Council on Archives at its meeting held at Lyon (France) in October 1977 the National Archives of India celebrated the International Archives Week from 23rd to 29th October, 1979 at New Delhi. Inaugurated by Justice M. Hidayatullah, Vice President of India, the highlights of the celebrations were (a) release of a commemoration postage stamp and (b) first day cover by Shri T.S.Shrangare, the then Minister of State for Communications.

2.1.20.1 Exhibitions and Symposia: Besides the release of stamp, the National Archives of India organised an exhibition on an interesting theme -- 'Archives and the Child' displaying original documents and photocopies. It was inaugurated by Mrs. Rashida Haque Chaudhuri, the then Minister of State for Education and Culture.

It was during the Archives Week that a symposium on 'Access to Archives' was organised in collaboration with the India International Centre, New Delhi under the Chairmanship of Prof.S.Nurul Hasan on 25th October, 1979. Among others Shri T.C.A.Srinivasavardhan, Secretary, Ministry of Home Affairs, Shri J.C.Khosla, Joint Secretary, Ministry of External Affairs and Shri S.A.I.Tirmizi, Director of Archives.

To commemorate the 101st Birth Anniversary of Sarojini Naidu, an exhibition of original documents and contemporary photographs entitled " Sarojini Naidu: Poet and Patriot" was organised from 12th to 15th February, 1980. It was inaugurated by Shri B.Shankaranand, the then Union Minister for Education and Culture.

Another symposium was held on 28th November, 1980 at the National Archives of India. The speaker includ Dr.Rafiq Zakaria, M.P., Prof.Niharranjan Ray, Shri K.D.Madan, Additional Secretary, Department of Personnel and Administrative Reforms and Shri S.A.I.Tirmizi, Director of Archives. On 27th November 1980 Delhi Doordarshan presented a panel discussion on Archival Policy. Prof.S.Nurul Hasan, Mr. Justice A.N. Grover (retired) and Shri S.A.I.Tirmizi, Director of Archives participated.

Another seminar on 'Record Management' was inaugurated in the National Archives of India by Shri T.N. Chaturvedi, the then Director of Institute of Public Administration and now Secretary to the Government of India, Ministry of Education and Culture. Shri K.D.Madan, Shri S.A.I. Tirmizi, Shri S.K.Verma, Dr.I.K.Rao, Shri R.C.Gupta, Dr.R.K. Perti, Shri R.K.Dutta and Thiru S.Singarajan were present on the occasion.

During the period under report another symposium was also organised by this Department on 13th February, 1980 on "Sarojini Naidu: Some Facets of Her Personality" with Smt. Tara Ali Baigh in the Chair. The following persons presented papers on the subjects as mentioned against their names:

(i)	Smt.Tara Ali Baigh	:	Sarojini Naidu as an Indian Woman.
(ii)	Prof.V.V.John	:	Sarojini Naidu: Her Way with Words.
(iii)	Shri S.A.I.Tirmizi	:	Sarojini Naidu and Asian Consciousness.

(iv) Dr.(Miss)Bina Roy : Sarojini Naidu's Views on Social Issues of Her Time.

(v) Shri P.K.Ghosh : Sarojini Naidu as a Freedom Fighter.

In order to stimulate archival consciousness a series of lectures were also arranged by the Department as detailed here under :

	Speaker	Date	Subject	Presided by
(i)	Dr.Frank Evans, Programme Specialist in the General Information Programme Division of the UNESCO.	23.2.80	UNESCO & Archives	Shri S.A.I. Tirmizi
(ii)	Dr.Vinayak Purohit, Department of Sociology, Bombay University, Bombay.	26.3.80	The Gazetteers as Records Bomgeosification process	Shri P.N. Kripal
(iii)	Shri D.R.Kalia, Librarian, Indian Institute of Technology, New Delhi.	28.3.80	Integration of Library & Archives Indexing system	Dr.P.Basu

The Department also brought out brochures on (i) Archives in India, (ii) Archives and the Child, (iii) Sarojini Naidu: Poet and Patriot and (iv) Guide to the Microfilms from abroad.

2.1.21 Regional office of the National Archives of India, Bhopal.

2.1.21.1 Administration: The administrative set up of the Regional office comprised the 'Record Section' and 'Preservation Section'.

2.1.21.2 Budget: During 1979-80 a sum of Rs.2,52,613.57 was spent on non-plan side out of the budget provision of Rs.3,01,000. On the plan side a sum of Rs.85,582.26 was spent out of the budget provision of Rs.1,19,000. For 1980-81 a budget provision of Rs.3,19,000 has been made on the non-plan side and Rs.1,10,000 on plan side.

2.1.21.3 Building: The Regional Office, National Archives of India, Bhopal has its own building.

2.1.21.4 Record Management: 12,291 files of Government of India of various branches under Home Department were examined and arranged chronologically.

This office had requested the local Central Government offices to send their non-current records for permanent preservation in this repository.

2.1.21.5 Research and Reference: During the period under review only one scholar was provided with necessary research facilities and 5 queries from private agencies/individuals were attended to. Besides, 421 records by research scholars and 3 by the Government agencies were requisitioned.

2.1.21.6 Reference Media: Work on a consolidated volume of descriptive list of Mutiny Papers was continued. Besides 7,948 files of the Government of India pertaining to the Public, Political, Judicial, Labour and Industries, Mineral and Geology branches under Home Department were checked and listed while 4,343 files of Government of India, pertaining to Education, Separate Revenue branches under Home Department were subject listed.

2.1.21.7 Publication Programme: Proof reading of Volume V of descriptive list of Mutiny Papers continued.

2.1.21.8 Preservation of Records: 35,441 sheets were flattened, 20,466 sheets repaired with tissue paper and 135 sheets with chiffon. Besides, 7,318 sheets were repaired with acetate foil (including hand and machine lamination) while 31,782 sheets were guarded. Further, 152 volumes, 26 maps, 1 album, 49 file pads and 2 registers were bound.

2.1.21.9 Photo-Duplication: The Department has no microfilming unit of its own.

2.1.21.10 Library: During the period under report 150 books were acquired.

2.1.21.11 Public Relations: During the last week of October, 1979 (22nd to 29th October) International Archives Week was celebrated to highlight the importance of Archives and to create archival consciousness among the masses. On this occasion an exhibition of old records and seminar was organised. A documentary film on Archives was also screened.

2.1.22 Regional office of the National Archives of India, Jaipur.

2.1.22.1 Administration: The Regional office headed by the Assistant Director of Archives is divided into four wings for the smooth functioning of the office i.e. (i) Record Management, (ii) Preservation Branch, (iii) Reprographic Unit and (iv) Administration Branch. The post of one Microphotographist and Assistant Microphotographist (Grade II), one Stenographer, one Photo Assistant and one Regular Helper remained vacant during the period under review.

2.1.22.2 Budget: During the period under report a sum of Rs.2,56,024 was spent out of the budget provision of Rs.3,18,000 on the plan side. For 1980-81 a budget provision of Rs.3,10,000 has been made on the plan side.

2.1.22.3 Building: The Record Centre is functioning in a portion of a rented building. The present building is inadequate to accommodate the fresh accession of records.

2.1.22.4 Record Management: The record series of the Accountant General's office, Rajasthan and Central Reserve Police Force, Ajmer were examined and 55% records were marked for retention. Retention Schedule was followed while reviewing the records. The Assistant Director and the Archivist visited the offices of D.I.G.P. and C.R.P.F., Ajmer and appraised their old records.

2.1.22.5 Research and Reference: 16 records were requisitioned by Government agencies and 2 queries on records were attended to during the period under report.

2.1.22.6 Reference Media: A preliminary check list of 5,493 village maps of Rajasthan acquired from the Census Department was prepared during the period under review.

2.1.22.7 Preservation of Records: 32,875 sheets were flattened, 5,083 sheets full pasted, 534 sheets hand laminated, 895 sheets repaired with tissue paper and 93 volumes and 24 books were bound.

2.1.22.8 Reprography: The Record Centre has got one mobile microfilming camera and during the period under report 7,012 exposures and 35 photo-prints were prepared.

2.1.22.9 Library: 30 books were accessioned.

2.1.22.10 Public Relations: An exhibition of historical documents was organised by this Department during the International Archives Week.

2.1.23 Regional office of the National Archives of India, Pondicherry.

2.1.23.1 Administration: The Regional office was created as one of the plan schemes of the National Archives of India and started functioning virtually with effect from 1st January, 1979 to cater to the need of housing all permanent and historical records of former French territories of Pondicherry, Yanam, Karaikal and Mahe until the merger of the provinces into the Indian Union and of non-current and semi-current records of the departments of Central Government, located in the Southern India. The Ministry of Education and Culture have sanctioned the following posts to run the department:-

1.	Assistant Director	Group (A) (Gazetted)	1
2.	Archivist	Group 'B' (Gazetted)	1
3.	Assistant Archivist	Group 'B' (Non-Gazetted)	1
4.	Assistant Chemist	-do-	1
5.	Superintendent	Group 'C'	1
6.	Assistant	-do-	1
7.	U.D.C.-cum-Cashier	-do-	1
8.	Stenographer	-do-	1
9.	L.D.C.	-do-	1
10.	Binder	-do-	2
11.	Mender Grade	Group 'D'	2
12.	Record Attendant Gr.I	-do-	1
13.	Helper/Peon/Dusting Bearer	-do-	1
14.	Farash	-do-	1
15.	Watchman	-do-	2
		Total =	18

None of these posts could be filled up. The office was, however, manned by deputing officers from the headquarters.

2.1.23.2 Budget: During the period under review a sum of Rs.24,167.77 was spent out of the budget provision of Rs.34,000 on the plan side. For 1980-81 a budget allocation of Rs.2,40,000 has been provided on the plan side.

2.1.23.3 Building: This Record Centre started functioning initially in the Romain Rolland Library and later on shifted to the present building located at Lawspet, Pakkamudiyanpet, Pondicherry.

2.1.23.4 Record Management: The Archives of Pondicherry date back to the early 18th Century. Efforts were initiated to acquire all French records pertaining to pre-1954 period. So far the collectorate records of Mahe have been received.

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2.1.24 हिन्दी अनुभाग: राजभाषा अधिनियम 1976 के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के बारे में राजभाषा विभाग (गृह मंत्रालय) द्वारा समय समय पर आदेश दिए जाते रहे हैं। हिन्दी अनुभाग ऐसे सभी अनुदेशों का पालन करने के लिये समय समय पर निदेश जारी करता है। यह विभाग हिन्दी भाषी राज्यों को अधिकतर हिन्दी में पत्र व्यवहार करने का प्रयत्न कर रहा है परन्तु तकनीकी कार्य होने के कारण अधिकतर पत्र व्यवहार अंग्रेजी में होता है। 1979-80 के दौरान हिन्दी में 3995 पत्र प्राप्त हुए जिनमें से 1102 पत्रों का हिन्दी उत्तर दिया गया और 2893 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई केवल सूचनार्थ थे। ऐसे ही 1979-80 के दौरान इस विभाग से 418 पत्र हिन्दी में मूलरूप से भेजे गए। 1979-80 के दौरान इस विभाग ने कार्यालय आदेश, परिपत्र और अधिसूचनाएं 130 द्विभाषी रूप में जारी किए। विभाग में प्रयोग होने वाले 5 फार्मों का द्विभाषी रूप में अनुवाद किया। अभिलेख सप्ताह प्रदर्शनी तथा सरोजिनी नायडू प्रदर्शनी से संबंधित 139 कैप्शन्स का हिन्दी अनुवाद किया।

संसदीय राजभाषा उप समिति ने 9 अगस्त 1979 को राष्ट्रीय अभिलेखागार, भोपाल का निरीक्षण किया। इसके अतिरिक्त उक्त समिति ने राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल तथा जयपुर कार्यालयों के संबंध में भेजी गई प्रश्नावली संस्कृति विभाग को भरकर भेजी गई।

यद्यपि इस विभाग में अनुसंधान कार्य मुख्य रूप से किया जाता है फिर भी सरकारी कामकाज में हिन्दी का प्रचार और प्रसार नियमित रूप से हो इसके लिए निदेशक महोदय जी अध्यक्षता में राजभाषा कार्यान्वयन समिति की बैठकों में राजभाषा नियम 1976 के विषय पर, हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति की समीक्षा की जाती है। 1979-80 में राजभाषा कार्यान्वयन समिति की 4 बैठकें हुई जिनको मिलाकर अब तक 41 बैठकें हो चुकी है। प्रत्येक शाखा से हिन्दी के प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त की जाती है और फिर उसको समेकित करके संस्कृति विभाग को भेजा जाता है। उसी प्रकार हिन्दी शिक्षण योजना से संबंधित अर्द्ध-वार्षिक रिपोर्ट संस्कृति विभाग को

भेजी जाती है । राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में चतुर्थ श्रेणी को छोड़कर 322 कर्मचारी है जिनसे से 216 कर्मचारियों को हिन्दी में कार्यसाधक ज्ञान प्राप्त है और 95 कर्मचारियों को हिन्दी का प्राज्ञ स्तर तक का ज्ञान है । केवल 11 कर्मचारी ऐसे हैं जिन्हें हिन्दी का प्रशिक्षण देना है ।

संस्कृति विभाग द्वारा राष्ट्रीय अभिलेखागार, नई दिल्ली और इसके अधीनस्थ कार्यालय भोपाल तथा जयपुर में 80 प्रतिशत कार्यसाध ज्ञान प्राप्त हो जाने पर 31 मई 1979 को अधिसूचना जारी की गई ।

राष्ट्रीय अभिलेखागार सन् 1977 की वार्षिक रिपोर्ट का हिन्दी रूपांतर छप कर आ गया है और इसकी 425 प्रतियां वितरित कर दी गई हैं । राष्ट्रीय अभिलेखागार सन् 1978 की वार्षिक रिपोर्ट का हिन्दी रूपांतर भारत सरकार मुद्रणालय में भेज दिया गया है ।

2.1.25 SIGNIFICANT DEVELOPMENT DURING 1980-81

The Institute of Archival Training was renamed as School of Archival Studies and the syllabi were restructured. A Board of Studies was constituted as under:

1.	Shri S.A.I.Tirmizi, Director of Archives, Government of India, National Archives of India, Janpath, New Delhi-110001.	...	Chairman
2.	Shri B.S.Kesavan, 39, Anand Lok, New Delhi-110016.	...	Member
3.	Dr.P.Basu, A2/2, Safdarjung Enclave, New Delhi-110029.	...	Member
4.	Prof.Bipan Chandra, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067.	...	Member
5.	Prof.P.B.Mangla, 38 /'17, Probyn Road, Delhi University Campus, Delhi-110007.	...	Member
6.	Dy.Director of Archives (concerned with the School), National Archives of India, Janpath, New Delhi-110001.	...	Member-Secretary

Shri S.A.I. Tirmizi, Director of Archives was co-opted as member of the Executive Committee of the International Council on Archives. He also participated in the Executive Meeting of the SWARBICA held in Madras during 13th-16th July,1980.

On the invitation of the Government of Iraq Shri Tirmizi delivered a series of lectures on modern archival practices at Bagdad on 11th-20th May, 1980. On personal invitation he also participated in the World Conference on records organised by the Genealogical Society of Utah at Salt Lake City, U.S.A. on 12th-15th August, 1980 where he presented a paper on Genealogical Records of Medieval India.

Shri Tirmizi was deputed to Kaula Lumpur, Malaysia to attend the meeting of the Provisional Bureau of the UNESCO Project of "Guide to the Sources of Asian History" during 25th-28th February, 1981.

Shri N.R.R.Chari, Deputy Director of Archives left for Nairobi (Kenya) in May 1980 to conduct courses in Reprography under the Commonwealth Plan for Technical Co-operation. Shri Y.P.Kathpalia, Scientific Officer attended by special invitation the Sixth ECARBICA Conference at Nairobi during 14th-18th April, 1980 where he presented a paper on "Technical Training in ECARBICA Region: An approach to Solving Technical Services Problems in the Region".

The Government of India constituted the National Guide Committee under the Chairmanship of Prof.S.Nurul Hasan for implementing the UNESCO Project "Guide to the Sources of Asian History". Its first meeting was held at New Delhi on November 27th, 1980.

In order to create archival consciousness among the people an exhibition programme was launched and a number of exhibitions, symposia and lectures were organised as detailed here under:-

1.	Chittagong Uprising: A Saga of Heroism (1930-34)	7th to 18th April, 1980
2.	Archives and Banking (1723-1920)	5th to 7th May, 1980
3.	Provincial Polls (1937-1946)	1st to 3rd June, 1980
4.	Interesting Documents on the Modern Indian History	7th July, 1980
5.	Education: Primary & Higher (1781-1920)	4th August, 1980
6.	Publications	1st September, 1980
7.	Dr. Ansari: Physician and Patriot (1880-1936)	6th to 9th September, 1980
8.	Jatindra Nath Das: Fast and Funeral	6th October, 1980
9.	Record Management	23rd-24th October, 1980
10.	Archival Conservation	3rd November, 1980
11.	Salt Satyagraha: Dandi and Delhi 1930	25th November to 1st December, 1980

12.	Sati : Widow Burning to Widow Remarriage	9th January and from 12th January to 16th January, 1981
13.	Maulana Azad and Cabinet Mission	20th to 21st and 23rd to 28th February, 1981
14.	Their Lives for the Nation : Martyrdom of Sukhdev, Bhagat Singh and Raj Guru.	23rd to 31st March, 1981

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